

Using Microsoft® Office PowerPoint® Exam Guide



Preparation Recommendations

Step 1: Assess your skills: Prepare for the Using Microsoft Office PowerPoint 2007 Application Specialist certification exam by taking the online Microsoft Official Pre-Test to help determine your course of study. After you complete the Pre-Test, you'll receive a custom learning path with recommended Microsoft E-Learning courses and Microsoft Press books to help you prepare for the exam.

Step 2: Improve your skills: Study the areas listed on your custom learning path using Microsoft E-Learning courses and Microsoft Press Step-by-Step books. Plan on spending about an hour studying each topic listed in your custom learning path.

Step 3: Take the exam!

Microsoft Official Pre-Test – Live March 15, 2007

The online Pre-Test provides a simple, low-cost way to identify your skill level. You can access the Pre-Test by clicking this [link](#).

When prompted, use coupon code MSPP020090 to receive a discount!

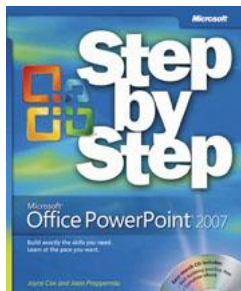
Microsoft E-Learning Courses – available April 2007!

5260AE Core Training for Microsoft® Office PowerPoint® 2007

This collection of online courses covers the core skills and knowledge you will need to get the most out of Microsoft® Office PowerPoint® 2007.

[Find special offers and register for this series of e-learning courses.](#)

Microsoft Press Books



The smart way to learn Microsoft Office PowerPoint 2007! Master the fundamentals of working with the latest version of PowerPoint, including how to navigate the new, easy-to-use user interface. You will discover how to create presentation outlines, work with slide masters and slide designs, add graphics and drawings, and publish your presentations to the Web.

[Find special offers here.](#)

Exam Options

When you know you're ready to certify you can find [authorized testing centers](#) near you. Select the **find a testing center** link.

Exam Skill Standards

Below are the tasks and features you'll be expected to know in order to pass the Microsoft PowerPoint Application Specialist exam. You can use this as a study checklist.

Creating and Formatting Presentations

- Create new presentations
- Customize slide masters.
- Add elements to slide masters
- Create and change presentation elements
- Arrange slides

Creating and Formatting Slide Content

- Insert and format text boxes.
- Manipulate text.
- Add and link existing content to presentations
- Apply, customize, modify, and remove animations

Working with Visual Content

- Create SmartArt diagrams
- Modify SmartArt diagrams.
- Insert illustrations and shapes.
- Modify illustrations
- Arrange illustrations and other content
- Insert and modify charts
- Insert and modify tables

Collaborating on and Delivering Presentations

- Review presentations
- Protect presentations.
- Secure and Share Presentations
- Prepare printed materials
- Prepare for and rehearse presentation delivery

More information about [Microsoft Business Certifications](#) for Microsoft Certified Application Specialists and Microsoft Certified Application Professionals.